



DEPARTMENT OF THE ARMY
551ST SIGNAL BATTALION, 15TH SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905

REPLY TO
ATTENTION OF:

ATZH-TBB

3 December 2008

MEMORANDUM FOR All 551st Signal Battalion Personnel

SUBJECT: Policy Memorandum No. 8 – EO and Sexual Harassment Complaint Procedures

1. I am confident that commanders are working diligently to improve the Equal Opportunity Climate. I also realize that incidents of discrimination and sexual harassment may still occur. Commanders must ensure that Soldiers and civilians are fully aware of procedures for resolving complaints.
2. Individuals are encouraged to first use the chain of command for redress of grievances. However, other channels are available for further assistance, guidance, and redress. They include EO Leaders, EO Advisors, the Chaplain, Inspector General, Staff Judge Advocate, Provost Marshal, Criminal Investigators, Medical Agencies, and the Chief of Housing Referral office.
3. Complainants may choose to file either an informal or a formal complaint. Regardless of what type of complaint is filed, the agency that receives the complaint will tell the complainant what role the agency has, what will be done with the complaint, and assist the commander in resolving the complaint at the lowest level possible.
 - a. Informal complaint: A complaint that involves a minor infraction and the complainant does not wish to file in writing. The victim simply wants the offensive behavior stopped. There is no time limit, but an informal complaint will be taken as seriously as a formal complaint, and will be handled as soon as possible.
 - b. Formal complaint: Complainant files complaint within 60 days (commander's option to accept after 60 days) of incident. The commander/agency accepts or refers complaints to the appropriate agency and acts upon them within 3 calendar days. Commanders must administer an oath to the complainant on DA Form 7279. Commander/agency completes the inquiry within 14 calendar days. If an extension is required or granted (not to exceed 30 calendar days), notify the complainant of the results and take appropriate actions. The Complainant or the Alleged Offender may appeal the decision (within 7 calendar days) to the next higher commander. The Brigade Equal Opportunity Advisor will follow up on all formal complaints within 30-45 calendar days.

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4. Commanders will take appropriate action to prevent incidents of intimidation, harassment, or reprisals against individuals who file an EO or sexual harassment complaint. Should individuals be threatened with such an act, or should an act of reprisal occur, they must report these circumstances to the Inspector General. It is strongly encouraged to simultaneously report such threats or acts of reprisal to the appropriate chain of command. The IG number is 791-4565, and may be used to report threats or acts of reprisal.
5. The point of contact for this memorandum is the Battalion Equal Opportunity Leader, SSG Steve C. Lupcho, 791-2188.
6. This policy memorandum supersedes Policy Memorandum No. 8, dated 7 July 2008.

//ORIGINAL SIGNED//
CHARLES W. SCHRADER
LTC, SC
Commanding